



Harvard University

Equipment Disposal Request Form

Revision Date: 07/01/2018

This form should be completed prior to the equipment being disposed. Please follow all requirements for the disposal of equipment including purging of data on all IT equipment. All Harvard fixed asset tag numbers should be removed prior to the permanent disposal or sale of equipment. This form may also be used for noncapitalized equipment (<\$5,000).

Tub/Org: _____ Department: _____

Original Funding: University Funds Federal Funds Sponsored Non-Federal Funds Sponsored

Sponsor Name _____ Sponsor Fund Number: _____

Asset Tag Removed On: _____ IT Equipment Purged On: _____ Other Disposal Notes: _____

Oracle Asset Number	Asset Description	Tag Number	Serial Number	Current Location	Original Purchase Date	Disposal Date	Condition Code	Reason for Disposal Code	Net Book Value* (School/Unit Inventory or Finance Office Only)
Sold/Donated to (full name and address): Sales or Unrelated Business Income Tax may apply. Contact the Tax Reporting Office for additional information.						Sale Price:			
Additional Comments:									

The signature below acknowledges that the condition of the above items are correct and that there is no conflict of interest regarding the disposal of the equipment and authorizes their disposal.

Signature of PI/Designee/Administrator: _____ Date: _____ Print Name: _____

Disposed by (name): _____ Date: _____ Telephone: _____ Email: _____

The final recipient of this form should upload it into Oracle Assets

Please return this form to the School or Unit's Inventory Manager or Finance Office

Contact far_fixed_assets@harvard.edu with questions.

Condition Code	Reason for Disposal Code
1 Excellent, 2 Good, 4 Usable, 7 Repairable S Scrap, X Salvage	Consolidate, Correct Error, Donated, End of Lease, Lost or Stolen, Not Functional, Other, Retire Shell, Rtn to Sponsor, Rtn to Vendor, Sold, Trade In*, Transferred

*Net book value may be found in Oracle Assets. For asset sales or trade-ins, School or Units Inventory manager must submit this form to FAR at far_fixed_assets@harvard.edu. Where proceeds are greater than the net book value of the asset (historical cost less accumulated depreciation), the net gain is credited to object code 5772. Where proceeds are less than the net book value of the asset, the net loss is debited to object code 8722. Only FAR may make these adjustments.

Equipment Disposal Form Information

See the [Financial Management of Property, Plant and Equipment Policy](#) (PPE) for additional requirements regarding equipment disposal. In general, the University does not allow the sale of sponsor-funded equipment; exceptions to this policy are rare and are reviewed by the area equipment manager, area sponsored research office, and OSP on a case-by-case basis. Sales or [Unrelated Business Income Tax](#) may apply. See Appendix D of the PPE Policy.

Follow appropriate disposal methods.

- **Technological Equipment**

Massachusetts law and Harvard policy require that electronic media containing confidential information be destroyed or thoroughly erased so that such information cannot be read or reconstructed. In addition, Harvard's license does not permit the transfer of operating systems or other software outside the University. Applications that provide for secure disk erasure and meet these requirements are available for Windows computers (e.g. proposed FAS standard CMRR [Secure Disk Erase](#)). A secure file erasure function is built into Mac OSX. See [Secure Recycle of University Computers](#) and contact your HUIT or your local Computer Resources or IT Department for additional guidance.

- **Hazardous Waste**

Contact Environmental Health & Safety regarding the disposal of:

Batteries

Biochemical

Chemicals

Radioactive Waste

Pharmaceutical

Hazardous Materials

- **Other**

Remove any auxiliary equipment which may be used on other equipment (e.g., temperature probes).